

Catawba County Emergency Medical Services Standard Operating Guidelines

Leave Request

This policy describes procedures employees must follow for requesting leave.

- At no time shall more than four members of a shift be scheduled off without the prior approval of the EMS Manager.
- Submitting leave request
 - The employee's direct supervisor should receive all requests in a timely manner. Upon receiving this request the supervisor must check the calendar maintained on the "EMS calendar" for employees with time previously scheduled. If there are already three people scheduled off then the request will be denied. Otherwise, the supervisor should make note on the schedule of the person placing the request as well as the date the request was submitted. If a person that was scheduled off cancels that time they should notify their crew chief so that this time may be changed on the schedule to allow for someone else to take leave. Following this procedure, crew chiefs may fill their time and then inform the supervisor of this request. Likewise, the supervisor may fill his/her time and then inform the manager.
 - Catawba County EMS realizes that employees often schedule vacations and other events well in advance and due to reservation deposits it is important for that employee to have his/her leave request submitted to ensure its approval before obligating. This is meant as a convenience to the employee and supervisors should monitor leave request to ensure that everyone is treated fairly. Request will be submitted no earlier than six months from the date the leave is to begin.
 - Holidays are important to all employees of Catawba County EMS and often there are several employees who wish to be off. Employees must follow procedures for submitting leave request. Supervisors should monitor the frequency of these request by an employee to ensure all employees are given equal opportunity.
- Sick Call-ins
 - In order to allow for the proper amount of time necessary to call in coverage all sick call-ins should be made no later than 3 hours before the employees scheduled time. The employee calling will speak to a supervisor or crew chief directly.